

Filipino American Democratic Caucus
of the
California Democratic Party
(FADC-CDP)



October 6, 2013

Preamble

We, the officers and members of the Filipino Caucus of the California Democratic Party (hereinafter "FADC, CDP"), hereby adopt these By Laws to achieve the following goals:

1. To promote the full participation of Filipino Americans in the CDP by establishing an effective network of local Filipino American Democratic Clubs (hereinafter "County Clubs") and a statewide organization known as the Filipino American Caucus (hereinafter "Caucus") of the California Democratic Party in order to:
 - a. Formally affiliate with the State and County Democratic Central Committees;
 - b. Provide a vehicle to systematically participate in and affect the direction of our party and the selection of candidates in California;
 - c. Urge the integration of our communities to participate in Democratic politics thereby enhancing our political participation and promoting our civil, social, economic, and community well-being;
 - d. Bring into the network established leadership and organizations that can be mobilized to support Filipino American causes; and,
 - e. Cultivate new leadership committed to work within the CDP.
2. To research, develop, articulate, and advocate issues that concern Filipino Americans;
3. To organize leadership and training programs and activities that educate, motivate, and enhance present and potential CDP community leaders;
4. To maximize the political impact of Filipino Americans by:
 - a. Giving technical assistance and support to local, regional, statewide and national clubs and Caucuses;
 - b. Actively recruiting, training, and supporting those candidates and appointees, who have demonstrated their commitment to the goals set forth in this document; and,
 - c. Providing input to government and private agencies regarding issues

and potential candidates to elected and to appointed office.

5. To elect Caucus members to regional and national organizations as opportunities are presented.
6. As an officially recognized CDP Caucus, the FADC recognizes its obligations and will adhere to the provisions of CDP By Laws Article XII.

Article I. PRINCIPAL OFFICE.

The principal office of the Caucus shall be at such address as may be determined by the Executive Committee.

Article II. CAUCUS ORGANIZATION.

The business of the Caucus shall be conducted at meetings held in conjunction with the Executive Board of the CDP meeting, at state conventions of the CDP or at any other time designated by the Caucus State Chairperson. All meetings of the FADC shall be public.

The State Chair or an Executive Board Member or a spokesperson for an FADC County Club may call for an additional/special meeting(s) of the FADC if such request is supported by an email vote and/or by a written a majority (50%+1) of the FADC Executive Committee. Please refer to "Notice Requirements," Article V, Section 8, Subsections a-c., below.

The Council of Clubs (hereinafter "Council"). Each County Club shall designate at least one delegate, who shall be an "active" member of that club, to serve as a member of the Council of the Caucus; to represent that club; and to report the activities of that club to the Caucus.

1. Every county is encouraged to form a Filipino American Democratic Club that is chartered by the Democratic Central Committee of that county.
 - a. The dues for a County Club shall be \$100.00 per annum per club.
 - b. If the club is in start up or reorganization phase of development the \$100 fee shall be waived until the next FADC state convention.
2. The Executive Committee.
 - a. The Caucus shall elect nine "active" members to serve on the Executive Committee. For 2013-2015 the Executive Committee shall consist of the following:

State Chair
Vice Chair, Central Valley, Coastal, and Mountain Region
Vice Chair, Los Angeles Region
Vice Chair, Northern Region
Vice Chair, San Diego Region

State Recording Secretary
State Corresponding Secretary
State Treasurer

3. Responsibilities of the Executive Committee.
 - a. The Executive Committee shall be responsible to conduct the business of the Caucus. These responsibilities shall include, but shall not be limited to:
 1. Making decisions on behalf of the Caucus between meetings, subject to ratification by the Caucus;
 2. Monitoring, oversight, and implementation of program goals and policy objectives of the Caucus;
 3. Reporting to the Caucus on a timely basis past and current business matters;
 4. Referring public and media inquiries to the Public relations Committee;
 5. Appointing a counsel to provide legal advice as needed; and,
 6. Calling an annual meeting of the Caucus.

NOTE: with regards to site selection, the Executive Committee shall make every effort to alternate the meeting sites in order to ensure fair and balanced geographic representation and outreach to the Filipino American community.

- b. The Executive Committee shall establish the following standing committees:
 1. Voter Registration
 2. Membership
 3. Legislation
 4. By Laws
 5. Organizational Development
 6. Political Strategy and Planning
 - c. The State Chair shall appoint an “active” member who shall be the chairperson for each of the above committees.
 - d. Ad Hoc Committees. The Executive Committee may create such ad hoc committees [e.g., Officer Recruitment & Screening] as it may deem appropriate to conduct the business of the Caucus. All ad hoc chairpersons shall report their recommendations and activities to the Executive Committee as required at the annual meeting.
 - e. Definition of FADC Regions:
 1. The Northern Region shall consist of the counties of Alameda, Contra Costa, Marin, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.
 2. The Los Angeles Region shall consist of the counties of Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Luis Obispo, and Ventura;

3. The San Diego Region shall consist of the counties of Imperial and San Diego; and,
4. The Central Valley, Coastal, and Mountain Region shall consist of the counties of Fresno, Kern, Merced, Sacramento, San Joaquin, Stanislaus, Tulare, Yolo, and all other counties not listed *supra*.

Article IV. MEMBERSHIP.

The Caucus is open to all registered Democrats and/or those who believe in and support the purpose of the FADC as described in “preamble,” above.

The Caucus will not discriminate on the grounds of race, color, creed, national origin, sex, age, weight, height, religion, ethnicity, sexual orientation, persons with disabilities as defined by the Americans with Disabilities Act of 1990, or economic status.

1. The Caucus shall be open to all registered Democrats and shall be composed of “active” members who are registered Democrats as follows:

- a. Membership and full voting rights in the FADC are open to all registered Democrats who meet the membership requirements of the FADC By Laws as detailed *infra*.
- b. An individual who pays his or her membership dues to the Caucus shall be deemed an “active” member of the Caucus.
- c. A chartered local Filipino American Democratic Club that pays its membership dues to the Caucus shall be deemed an “active” member of the Caucus.
- d. All dues and fees must be fully paid in order for an individual or club to qualify as an “active” member in “good standing.” However, this Caucus will provide a waiver of dues in case of economic hardship described *infra*.
- e. Caucus membership dues shall be determined as follows;

1. All “active” Caucus members shall pay dues. The Executive Committee shall establish the amount of dues as well as the time and manner by which the dues shall be paid.

For example, all dues will be sent, by not later than 10 days after submission for payment, to the CDP in Sacramento.

2. All dues shall be paid to the Caucus a) on or before the election of Caucus officers, if such election shall be required per these By Laws, or b) on before the annual state convention, if no election of Caucus officers is required by these By Laws, to retain “active” member in good standing status.

3. Any member, who fails to pay the dues as determined by the Executive Committee, shall be deemed an “inactive” member and a) shall not be entitled to vote during Caucus meetings and b) shall not be allowed to hold elective office in the Caucus.
4. However, payment of dues shall not be mandatory for any individual or County Club for whom payment would constitute an economic hardship. In the event of economic hardship, a petition requesting waiver of dues shall be submitted to the State Treasurer. In turn, the State Treasurer shall present the petition of waiver to the Caucus for consideration.
5. An individual or County Club may reinstate its lapsed “active” membership by paying membership dues and, thus, attaining “good standing.”
6. For 2013-2015, active member dues shall be \$25.00 or \$40.00 for two years [\$10.00 for senior citizens (aged 65 and over) and students, if requested].

Article V. VOTING.

1. While all voting shall be conducted in open and public meetings, only “active” members of the Caucus, who are in “good standing” or properly designated delegate(s) from an “active,” chartered local Filipino American Democratic Clubs may vote on matters presented to the Caucus for consideration.
2. A quorum is defined as 50% plus one (1) of the “active” members present and voting.
3. An “active” member in “good standing” or a properly designated local club designated delegate from an “active,” chartered local Filipino American Democratic Club shall be entitled to cast a vote in an election of this Caucus.
4. No proxies shall be allowed to vote in any meeting or election.
5. NOTE: No mailed, faxed, or courier delivered ballots shall be allowed in an election. Only those ballot designated by the Caucus as “official” shall be used in an election.
6. For disbursement of funds, a request for an expenditure of funds must be approved by a 50% plus one (1) vote of the “active” members present and voting.
7. Only official ballots provided by the Caucus with the Caucus member’s legible printed name followed by the Caucus member’s signature will be counted.

NOTICE REQUIREMENTS:

8a. Upon direction of the FADC State Chair, the FADC Corresponding Secretary shall provide written notice via email and or via U.S. Postal Service notice to the membership of a meeting, meeting agenda, and/or of when an election shall take place.

8b. Except as may otherwise provided herein, and with regard to the amendments of these By Laws, at least ten (10) days written notice shall be given of all meetings of the general membership and Executive Committee of the FADC. Written notice shall be given by the FADC Corresponding Secretary for its meetings via the provisions of Article V, Section 8, Subsection a, above.

8c. Those FADC members who have email may receive notice via email in a manner consistent with CDP By Laws for the use of email within Democratic organizations, including but not limited to, the requirement of the member to consent to notice via email.

Article VI. OFFICERS.

1. Selection and Tenure

- a. The officers of the Caucus shall consist of a State Chair; a Northern California Region Vice Chair; a Central Valley, Coastal, and Mountain Region Vice Chair; a Los Angeles Region Vice Chairperson, a San Diego Region Vice Chair; a State Recording Secretary; a State Corresponding Secretary; and, a State Treasurer.
- b. The above officers shall be elected by “active” members of the Caucus in conjunction with the CDP elections of state party officers.
- c. The term of office for Caucus officers shall be two years.
- d. All “active” Caucus members who are elected officials shall serve as ex-officio members of the Executive Committee.
- e. As required by CDP By Laws, a candidate for FADC Chairperson must be a DSCC member at the time of election and must remain a DSCC member throughout her/his tenure as FADC Chairperson. Hence, the FADC State Chair shall be a member of the DSCC of the CDP.
- f. To insure equal access and opportunity, the FADC will rotate the Chairpersonship of this body on a Northern-Southern California basis. In 2015-2017, for example, the position will go to a qualified member of the DSCC from Northern California.
- g. Neither tests not oaths shall be required from those members who seek or hold FADC office.
- h. At the FADC, CDP Executive Board Meeting immediately preceding the end of term for FADC Executive Committee Members (for example,

October/November 2014 before a March/April 2015 FADC, CDP State Convention and Election of Officers for the new term 2015-2017, the Executive Committee shall appoint an ad hoc special committee for Officer Recruitment & Screening. This committee will screen applications from those seeking to run for State Chair and the other Officers of the FADC to ensure each candidate is in compliance with the provisions of the FADC and of the CDP By Laws.

2. Duties and Responsibilities of Officers.

All officers are required [unless excused by the FADC Chair] a) to participate in monthly Executive Committee teleconferences; b) to attend FADC Executive Board Meetings; and c) to pay FADC annual dues [in a timely manner, unless granted a waiver due to economic hardship, supra]. Failure to comply with these duties and responsibilities is malfeasance and grounds for removal from office.

- a. The State Chair shall be the presiding officer of the Caucus. The State Chair is the CDP Executive Board Representative of the FADC. S/he will have the primary responsibility of calling and/or of conducting any and all [that is, regular, additional/special] meetings of the Executive Committee and shall serve as spokesperson for the Caucus. The state Chairperson shall appoint the chairperson for each of the standing and ad hoc committees. S/he may convene a meeting of the local Filipino American Democratic County Clubs as needed or upon petition presented to the State Chairperson or to the State Recording Secretary by 50% plus one (1) of all "active" and affiliated County Clubs.

NOTE: If the State Chair is unable to preside over a Caucus or Executive Committee meeting, then the order of succession among the Caucus Vice Chair present at the meeting shall be determined by vote of the "active" Caucus members present and voting.

- b. The Northern California Region Vice Chair will perform assignments as required by the Executive Committee. S/he shall have overall responsibilities for initiating and coordinating the political activities for Region in conjunction with the Executive Committee and local Filipino American Democratic County Clubs and organizations.
- c. The Central Valley, Coastal, and Mountain Region Vice Chair will perform assignments as required by the Executive Committee. S/he shall have overall responsibilities for initiating and coordinating the political activities for the Region in conjunction with the Executive Committee and local Filipino American Democratic County Clubs and organizations.
- d. The Los Angeles Region Vice Chair will perform assignments as required by the Executive Committee. S/he shall have overall responsibilities for initiating and coordinating the political activities for the Region in conjunction with the Executive Committee and local Filipino American Democratic County Clubs and organizations.

- e. The San Diego Region Vice Chair will perform assignments as required by the Executive Committee. They shall have overall responsibilities for initiating and coordinating the political activities for the Region in conjunction with the Executive Committee and local Filipino American Democratic County Clubs and organizations.
- f. The State Recording Secretary will keep written records of meetings. S/he will maintain a written record of all meetings of the Caucus, Executive Board, and the Council of Clubs.
- g. The State Corresponding Secretary will provide written and or electronic notice of all Caucus, Executive Board, and Council of Clubs meetings. S/he shall provide adequate and timely written notice via email and via U.S. Postal Service of any and all [regular and special/additional] FADC meetings, meeting agendas, and/or notice of when an election for FADC officers will take place to the membership in accordance with Article VI, Section 8, Subsections a-c, .above.
- h. The State Treasurer will collect due and disburse funds per the requirements of the Caucus, Executive Board, and/or Council of Clubs. S/he shall adhere to all administrative, disbursement, record-keeping, and reporting procedures as determined by the California Democratic Party.
S/he shall provide an accurate and timely report of the status of Caucus funds in CDP Account 2408 at all Caucus, Executive Board, and Council of Club meetings.
 - 1. The State Treasurer will prepare an accurate and timely financial report.
 - 2. This report will be submitted to the CDP Director of Political Accounting and to the FADC Executive Committee.
 - 3. The Treasurer will ensure the FADC “neither raises nor disburses funds other than nominal dues, and standard or routine costs of regular meetings.”
 - 4. The Treasurer “acknowledges the need to promptly account for the raising and disbursing funds and to process them according to rules promulgated by the Finance Committee.”

3. Vacancy.

- a. If a vacancy occurs in the Executive Committee, the remaining members of the Committee may appoint an active member to fill the position on a temporary basis.
- b. An election to permanently fill the vacancy will be held at the next regularly scheduled Executive Board meeting.

- c. Notification of vacancy and of the election to fill this vacancy will be made by the Corresponding Secretary to all active members in accordance with the provisions of Article V, Section 8, Subsections a-c, above.

Article VII. PROHIBITION ON ENDORSEMENTS.

The Caucus is prohibited from endorsing candidates for partisan or non-partisan office unless a candidate has received the official endorsement of the California Democratic Party, as provided in the bylaws.

Furthermore, unless a candidate has received the official endorsement of the CDP all motions of support, recommendation, or other expressions of approval, no matter how denominated, are out of order at any meeting of this Caucus.

Article VIII. MEMBER EXPENSES.

Officers and members: Please note your air fare, car rental, DSCC membership fees, food, fuel/ gasoline, hotel tariff/lodging, legislative lunch speaker tickets, and any other additional or incidental expenses are your responsibility to pay as an FADC, CDP activist and are not federal or state deductible or reimbursable by FADC and/or by the CDP. In short, you must place these expense items in two year, carefully crafted budget.

For example, FADC officers and member travel to at least two annual state conventions and to four/more executive boards [and other special events] during their 24 month, term of office.

Caveat. Travel-related expenses are considerable, may be burdensome [for some], and, must be considered [as non-reimbursable, out of pocket expenses] as part of the decision-making process prior to declaration of candidacy for an FADC Executive Committee position. Please do not run, if you are unable to use your discretionary funds to pay for your political activities as a FADC officer. Thank you.

Article IX. AMENDMENTS. (CHANGES TO THE FADC BY LAWS)

The FADC By Laws may be amended by the suggestion of active members and/or of the CDP Rules Committee. Any suggestion for amendment will be given to the FADC Chairperson who will direct the FADC Recording Secretary to place the suggestion on the agenda for the next monthly FADC Executive Board teleconference.

During the FADC Executive Board teleconference, the Executive Committee members will discuss the suggestion(s) and will adopt a recommendation for the active membership to approve or to disapprove the suggested amendment to the FADC By Laws.

During the next subsequent CDP Executive Board meeting, the FADC Recording Secretary will place the suggested amendment on the FADC meeting agenda for discussion by the active membership.

The FADC Corresponding Secretary will send a copy of the proposed change in FADC By Laws to all active members and will follow the provisions of Article V, Section 8, Subsections, a-c, above.

Submitted by:

Genevieve Jopanda

Co-Chair, By Laws Committee, FADC

Updated: October 6, 2013

Approved by:

Melissa Ramoso

FADC State Chair

Updated: October 6, 2013